

TO ADD A VEHICLE TO AN EXISTING FLEET

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction. A separate schedule should be used for each different weight group.
3. Describe the added units.
4. Sign and date the application.

TO REMOVE A VEHICLE FROM A FLEET

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Describe the deleted units.
3. Sign and date the application.

Note: The State of Alabama does not refund unexpired license fees. A list of IRP jurisdictions that refund unexpired license fees is located on the IRP website at www.irponline.org.

TO TRANSFER A TAG FROM ONE VEHICLE TO ANOTHER

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction if different from the deleted unit(s).
3. Describe the added units.
4. Describe the deleted units.
5. If the deleted vehicle is still in the possession of the registrant, a license plate may not be transferred to the deleted vehicle within 180 days and a certificate to transfer license plate form must be completed (MV: IRP-8).
6. Sign and date the application.

TO INCREASE A VEHICLE'S REGISTERED WEIGHT

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction. A separate schedule should be used for each different weight group.
3. Describe the unit(s) with the original weights (additions).
4. Describe again the unit(s) with the original weights with weight increase as the reason removed (deletions).
5. Sign and date the schedule.

TO REPORT THE CHANGE OF OWNERSHIP OF A VEHICLE

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Describe the unit(s) for which ownership has changed with the NEW owners name (additions).
3. Describe again the unit(s) that changed ownership with change of ownership as the reason removed and the date of the change.
4. Sign and date the schedule.

Under Alabama law a \$15.00 penalty must be assessed if the change of vehicle ownership is not filed with the IRP office within 20 days of the date of transfer.